

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*
 Palmetto College Campuses Faculty Senate
 University of South Carolina

Brief Title of Proposed Change	Correcting factual errors
Committee Proposing Revision	Executive
Date of Presentation to Senate	11/11/16
Senate Approval Date	2/10/17

Rationale for Proposed Revisions

- A number of points included in the manual to be informative have become out of date. This motion is a collection of corrections.

Summary of Proposed Revisions

- Clarifying the summer teaching policy which applies only to faculty hired before September 1973, and including a more specific reference the policy for faculty hired after.
- P. 16: The provost is no longer directly involved with changes to faculty salary
- Page 51: A change of grades form is not voted on by a faculty organization; the correct procedure has been adapted from the USC Bulletin
- From page 46: The hiring process is no longer specified, and the reader is now referred to ACAF 1.00
- From page 52, a section says faculty receiving reduced teaching loads can teach additional courses at extended university. This isn't true.
- Proposed from the floor—in two instances “I” was changed to “a grade of I” for clarity.

Section and page numbers of the current *Manual* for proposed revisions

Current	Proposed
<p>From page 47:</p> <h2 style="color: #4F81BD;">Terms of Employment</h2> <p>In the absence of special arrangements, employment of members of the faculty is for a period of nine months. All members of the faculty shall be available from the fourth calendar day prior to the first day of registration and at least until after commencement. In the event that employment is or subsequently becomes for one semester, either fall or spring, the salary shall be one-half of the nine month stipend.</p>	<h2 style="color: #4F81BD;">Terms of Employment</h2> <p>In the absence of special arrangements, employment of members of the faculty is for a period of nine months. All members of the faculty shall be available from the fourth calendar day prior to the first day of registration and at least until after commencement. In the event that employment is or subsequently becomes for one semester, either fall or spring, the salary shall be one-half of the nine month stipend.</p>

In addition, regular (full-time appointment not made for a specific period of time) members of the faculty may teach in one of the two summer sessions for which they would receive (if state funds provide) 15 percent of the salary received during the previous academic year. The faculty member must advise the Palmetto College Campus Dean before December 1 of the desire to teach summer school. At that time the faculty member may be assigned to teach in one or the other of the two summer sessions, as conditions may warrant; but on the recommendation of the Palmetto College Campus Dean, the Palmetto College Chancellor, and with the approval of the Provost, the faculty member may be assigned special duties for this period.

Summer school teaching in the case of faculty hired after September 1, 1973, for employment beginning September 1974, may depend on the availability of funds and/or size of enrollment.

In addition, regular (full-time appointment not made for a specific period of time) members of the faculty hired before September 1, 1973 may teach in ~~one of the two~~ a summer sessions for which they would receive (if state funds provide) 15 percent of the salary received during the previous academic year.

~~Summer school teaching in the case of faculty hired after September 1, 1973, for employment beginning September 1974, may depend on the availability of funds and/or size of enrollment.~~

For faculty hired after September 1, 1973, faculty may be compensated during the summer and outside of the base period of employment, pursuant to regulations of the South Carolina Human Resources Division. Summer employment may occur over any specified period of time between May and August of a calendar year. Compensation for teaching during the summer may not exceed 40 percent of the faculty members annualized based salary for the preceding academic year subject to the teaching load as defined in the faculty manual and any further limitations defined by the Chief Academic Officer for each campus. (HR 1.81).

~~The ff~~ faculty members requesting summer teaching must advise the Palmetto College Campus Dean before December 1 of the desire to teach summer school. At that time the faculty member may be assigned to teach in one or ~~more the other~~ of the two summer sessions, as conditions may warrant; but on the recommendation of the Palmetto College Campus Dean, and with the approval of the Palmetto College Chancellor, ~~and with the approval of the Provost, the faculty member may be assigned special duties for this period.~~

From page 16, item #6

Recommendations for increases in salary for Palmetto College Campuses faculty are reviewed by the Office of the Palmetto College Chancellor as well as the Executive Vice President for Academic Affairs and Provost. Major items considered when making such recommendations include favorable budget forecasts, sufficient state and University allocations, tenure and promotion decisions, and performance review results (including post-tenure review).

From the bottom of page 51

Change of Grades

In case of error in reporting final grades, the instructor shall complete the change of grade form and submit it to the faculty of the appropriate campus for approval. If the change is approved by the faculty, the Palmetto College Campus Dean shall inform the Office of the Palmetto College Chancellor of the action taken and request the grade change. Special make-up work or examinations to change grades already recorded are not permitted.

From page 16, item #6

Recommendations for increases in salary for Palmetto College Campuses faculty are reviewed by ~~the Office of~~ the Palmetto College Chancellor ~~as well as the Executive Vice President for Academic Affairs and Provost~~. Major items considered when making such recommendations include ~~favorable~~ budget forecasts, sufficient state and University allocations, tenure and promotion decisions, and performance review results (including post-tenure review).

Replace with this, amended from the bulletin.

Change of Grades

Grade changes based on transcription or computation errors shall be reported directly to the office of the university registrar on the appropriate grade-change form signed by the instructor and the head of his or her academic unit. For courses offered across multiple campuses, signed Grade Change forms will then be forwarded to the office of the Associate Provost for Palmetto College for approval. A request for a grade change must be submitted by the instructor no later than one calendar year from the date on which the grade was reported. Beyond this period, grade changes shall be considered only in exceptional circumstances and must be handled through the petition procedure of the student's college. Any other grade change request resulting from enrollment discrepancies, or perceived administrative errors (changes to W, WF, AUDIT, CREDIT, S/U, or to I) must be submitted on the appropriate forms with signatures and

documentation to the student's college for review through the petition procedure. This does not apply to the routine makeup and extension of an grade of I (incomplete) and posting of a permanent grade to replace the recorded NR mark. An grade of I turns into a grade of F after one year; a NR turns into a grade of F after one semester. Special make-up work or examinations to change grades already recorded are not permitted.

From page 46:

Appointment Procedure

When the Provost, the Palmetto College Chancellor, the Executive Vice Chancellor and Vice Provost, and the Palmetto College Campus Dean establish that a vacancy exists, the vacancy will be advertised in accordance with affirmative action and University regulations. A faculty search committee will assemble information including job description and salary range, identify candidates, review qualifications, interview the candidates, and make recommendations to the Palmetto College Campus Dean. If the appointment cannot be made from among the candidates recommended by the Search Committee, a new search may begin.

Once a candidate has been selected, approval to make the offer must be obtained from the Palmetto College Chancellor (and from the Provost and the President in the case of full professorial, tenured or administrative appointments).

Appointment Procedure

[replace with]
Palmetto College complies with University Policy ACAF 1.00 when addressing the advertisement, recruitment, and appointment of all tenured and tenure-track faculty positions including librarians and all non-tenure track faculty positions (ACAF 1.00).